



# THE OLAO ACQUISITION NEWSLETTER

HOME PAGE: <http://www.nih.gov/od/olao/olao>

Volume 4, Issue 11 (DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606) NOVEMBER 2002

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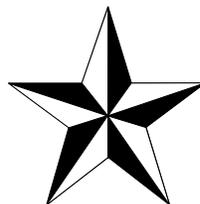
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## **HIGHLIGHTS** **OF THE MONTH**

### ***PARTIAL REVISION***

### ***NIH MANUAL 1160-1*** ***ENTERTAINMENT*** ***REVISED SECTION F.***

#### **YOU NEED TO READ IT NOW !**

Section F. "Responsibilities," of NIH Manual 1160-1, "Entertainment," has been revised. Specifically, the oversight and monitoring of all funds for entertainment activities now rests with IC Directors/Deputy Directors. Previously, the Deputy Director for Management, NIH had this responsibility.

#### **Revised Section F. is as follows:**

**F. Responsibilities:** The Director, NIH has assigned responsibilities of the program as follows:

1. The IC Directors/Deputy Directors have the oversight responsibility for reviewing and monitoring the use of all funds for entertainment.
2. IC Directors have responsibility for the use of funds (gift funds and appropriated funds) for entertainment within their respective institutes and centers and for ensuring a process is in place by which they can satisfactorily determine that all expenditures for entertainment are in compliance

with this Manual Chapter.

3. The Office of Financial Management, OD obligates all funds for official entertainment expenditures.

**For additional information, please go to:**  
<http://www1.od.nih.gov/oma/manualchapters/management/1160-1/> .

For information on NIH Manual Chapters, including Delegations of Authority, please go to the NIH Manual Chapters Web site at:  
<http://www1.od.nih.gov/oma/manualchapters/>.

## ***PREVIOUSLY REVISED***

### **PURCHASE CARD**

### **MANUAL ISSUANCE (26013-2)**

The **REVISED** NIH Policy Manual for Internal Procedures for the Purchase Card (I.M.P.A.C.) Program (26013-2) dated, 2/15/02 has been out for several months now.

This replaces the previous edition dated, 2/26/97. We are confident that the updated procedures, policy changes, additional information, and guidance benefits all Cardholders, Card Approving Officials, and IC Coordinators.

***WE STRONGLY ENCOURAGE EACH CARDHOLDER, CARD APPROVING OFFICIAL AND IC COORDINATOR TO READ ALL OF THE REVISED POLICY MANUAL!***

The revised Manual Issuance can be accessed directly at the following link:

<http://www1.od.nih.gov/oma/manualchapters/contracts/6013-2/>

OR IN PDF FORMAT AT:

<http://www1.od.nih.gov/oma/manualchapters/contracts/6013-2/6013-2.pdf>

**Please contact the Purchase Card Helpline at (301) 435-6606 with any questions.**

## **CONVENIENCE CHECKS &**

## **COLLECTION OF SENSITIVE DATA**

Convenience check accounts will only be established for those offices that issue SF44s and/or "S" orders. Accounts may be established and checks issued only in those instances where:

(1) A PSO is required and the individual does not have the appropriate Electronic Funds Transfer (EFT) information registered with NIH, or a valid exception exists. Convenience checks can be used on a ONE TIME BASIS only while the vendor is applying for EFT, or a valid exception exists.

(2) NIH is paying for patient related services, e.g., blood draws, lymphs, monos, apheresis, bone marrow aspiration, phlebotomy, and other procedures relating to health care patients.

### **Requirement:**

When a Convenience Check is issued to an individual for a Professional Service, the account holder **MUST** issue a signed copy of, "Statement for Recipients of Purchase Card Check Issued for a Professional Service Order" to the individual in lieu of IRS Form 1099-Misc. A duplicate file copy **MUST** be kept with the monthly log. The above NIH Manual 6013-2 web site may be accessed to obtain a copy of the "Statement for Recipients of Purchase Card Check Issued for a Professional Service Order," and additional information.

### **Concern:**

The duplicate file copy of the "Statement for Recipients of Purchase Card Check Issued for a Professional Service Order" required to be kept with the monthly log, becomes a part of the supporting file documentation for the one time acquisition. We then have an issue of collecting **sensitive data**, specifically, the individual's Social Security Number (SSN) that is required to be entered on the "Statement for Recipients of Purchase Card Check Issued for a Professional Service Order." The Vendor Identification Number / Individual's Social Security Number is considered sensitive data, and IS NOT for public record.

**Solution:**

Although all acquisition files should be secured from any public access, the Office of Financial Management as well as the Division of Acquisition Programs, OLAO, highly recommend that each IC have the order processors (i.e., cardholders, purchasing agents) **CROSS OUT OR BLACK OUT** the Vendor Identification Number / Social Security Number on the duplicate file copy. The above action is recommended for security purposes to further protect the sensitive data contained within the acquisition file(s).

If you have any questions regarding the above, please contact Tim Theoharis at 301-496-5214.

**PURCHASE CARD NEWS****NAICS & BUSINESS SIZE STANDARD**

USE THE NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE AND BUSINESS SIZE STANDARD ON SINGLE PURCHASES ABOVE THE \$2,500 LEVEL !

( PLEASE SEE ATTACHMENT (1) )

**THIS FORM, FAR CLAUSE 52.219-1, MUST BE FILLED IN AND INCLUDED IN THE FILE FOR EACH PURCHASE CARD BUY OVER \$2,500.**

There are blocks on the form that **MUST** be completed by the Cardholder, who is responsible for determining the appropriate North American Industry Classification System (NAICS) Codes and size standards. Federal procurement officials and others use size standards to determine whether a business is large or small.

***Please remember, when you place a Record of Call (ROC) against a Blanket Purchase Agreement (BPA), you DO NOT have to identify a NAICS code. This has already been done for you within the BPA. HOWEVER, the NAICS codes and business size standards must be included in All other solicitations above the micro-purchase threshold >\$2,500.***

**IMPORTANT NOTE!**

***The NAICS Codes replaced the Standard***

***Industrial Classification (SIC Codes) system.***

The NIH Small Business Office has created a Web-based search engine to simplify the conversion of SIC Codes to NAICS Codes.

The web site is: <http://epic.od.nih.gov>

**THE INSTRUCTIONS TO USE THIS SITE ARE AS FOLLOWS:**

1. Click onto the website above or type the web Information.

2. Go to the bottom of the page, click "New to the NAICS?" The items listed on this page are search engine icons.

3. If the cardholder knows the SIC CODE but is looking for the applicable NAICS code, click icon "SIC TO NAICS Search," type in the SIC Code, e.g., 3229, then click "search." The applicable NAICS code will appear at top of screen.

4. If the cardholder does not know the SIC Code, click "NAICS Keyword Search." Type in the keyword, e.g., computers, look to the right and click "Business Activity" then click "search." A listing will appear with various NAICS Codes associated with computers. If you are unsure of the commodity, go to right of the page, click "details." The description of the item will appear.

5. After the searches are completed, move the arrow to left side, click "home." Go to the top of the page. Click "file," scroll down and click "exit."

***If cardholders have any questions, they may contact the Purchase Card Helpline at 301-496-6606 or the NIH Small Business Office at 301-496-9639.***

**YOU ARE RESPONSIBLE!  
SPECIALIZED PROCEDURES!****1. Security of the Purchase Card**

The cardholder is responsible for the security of the Purchase Card and will be personally liable for its

misuse. If the card is lost, the cardholder must notify US Bank immediately per guidance set forth in the paragraph below.

## 2. Lost/Stolen Cards

**a. NIH will not be liable** for any unauthorized use of the Purchase Card, however, the cardholder may be held negligent and administratively accountable to NIH if the loss is not reported immediately, or as soon as the cardholder is aware of the card's loss.

**b. Telephone Notification:** Should the card be lost or stolen, it is important that the cardholder notify US Bank immediately at the following numbers 24 hours/day:

1. Inside the Continental United States -  
Call: 1-800-227-6736
2. Outside the Continental United States -  
Call collect: (701) 461-3466

The cardholder must also notify the Purchase Card Program by calling the PC Helpline, (301) 435-6606 and leave a message about the lost/stolen card. Additionally, the cardholder must notify the Police Branch of the NIH Division of Security Operations. If the card was part of property that was stolen at NIH.

**c. Written Notification:** The call to US Bank must be followed up with a formal written notice via e-mail. The cardholder must also notify the CAO and then either the cardholder or the CAO must notify the Administrative Office/IC Coordinator and the APC of the lost or stolen card by e-mail to Creditcard@OD.NIH.GOV or the global listing "Help, Creditcard" within 5 working days. The report should include:

1. the card number;
2. the cardholder's complete name;
3. the date and location of the loss;
4. if lost/stolen, date reported to police (if applicable);
5. date and time US Bank was notified;

**d. Card Replacement:** A new card will be mailed within 7-10 business days of the reported loss or theft. The cardholder must notify the Purchase Card Program helpline at (301) 435-6606 on receipt of the new card so the account number can be changed in the ADB. This will

enable the Purchase Card Program to link the old account number to the new account number so any outstanding purchases can be reconciled under the new account number.

## 3. Administrative Changes in Cardholder Status

### a. Separation of Cardholder:

1. Before a cardholder transfers to another CAO (within a different IC), retires, resigns, or otherwise leaves NIH, the card must be turned in to the CAO for termination of the account. The CAO will notify the Administrative Office/IC Coordinator and email the APC at Creditcard@OD.NIH.GOV or the global listing "Help, Creditcard", who will notify US Bank. The APC will notify OFM of new cards issued and cards terminated on a monthly basis. When a cardholder transfers to another CAO within the same IC, there is no need to change the account number of the cardholder. The CAO must notify the APC via email at Creditcard@OD.NIH.GOV or the global listing "Help, Creditcard" with the new CAO assignment.

2. Cardholders who intend to retire, resign, or otherwise leave NIH should cease using the Purchase Card 45 days prior to this date. If a monthly SOA is received and the employee is no longer available to complete the SOA, the monthly SOA will be reconciled by the CAO. The CAO is still responsible for reconciliation of the account until all of the outstanding purchases have cleared.

**b.** When a CAO transfers, it is the responsibility of the next highest CAO or AO in the organization to conduct the monthly CAO review of the cardholder's account until a new CAO is entered into US Bank's computer system.

4.

## Administrative Changes in Card Approving Official Status

To ensure timely processing of future CAO changes, all changes should include the cardholder's name, account number, ADB ID and

node. The CAO change should also include the current CAO's name, ADB ID and node as well as the new CAO's name, ADB ID and node. Please ensure that the appropriate authority has been granted by CIT to the ADB IDs (cardholder or card

approving official). Request submitted without the above information will cause a delay in processing your action. All future requests must be submitted prior to the 30th of each month to help ensure completion before the next billing cycle.

## **TROUBLESHOOTING**

Inquiries about the NIH Purchase Card Program should be directed to the Purchase Card Helpline on 301-435-6606 or email at [Credicard@od.nih.gov](mailto:Credicard@od.nih.gov).

## **DELPRO NOTES & SIMPLIFIED ACQUISITION NEWS**

### **SMALL BUSINESS UTILIZATION = A MUST!**

Small Business Set-Asides - Open market acquisitions with an anticipated value greater than \$2,500 but not exceeding \$100,000 are set aside by law, exclusively for small business concerns, regardless of the acquisition method used. All timely quotes from small business concerns must be considered (FAR 13.003(b)(1)).

For those acquisitions between \$2,500.01 and \$100,000 the purchasing agent must solicit quotes from at least two technically qualified small businesses. In the event that it can be demonstrated that there is no small business available to meet the government's needs, the purchasing agent **MUST** document the file accordingly, and then may solicit from a larger business.

For assistance in identifying potential small business sources visit either the NIH small business web site, <http://sbo.od.nih.gov>, or

directly access e-Portals in Commerce (e-PIC) at <http://epic.od.nih.gov> and/or SBA PRO-NET, <http://www.sba.gov>

## **KNOWLEDGE IS POWER !**

(Select the most correct answer to each question)

1. Any time the Purchase Card is used for a purchase, whether it is done over the counter or by telephone, the monthly cumulative purchase log (Record of Purchase Card Orders), must be annotated and retained in a monthly acquisition file.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

2. The Purchase Card official file must be maintained for six years and three months after the final payment to comply with finance regulations.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

3. A Split Order occurs when a purchase is divided and placed on several Records of Calls OR Purchase Card buys to AVOID exceeding dollar limitations, obtaining competitive quotes, or complying with various clearance requirements.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

4. When the items are received, the Cardholder must annotate the receiving information on the shipping document and/or the Record of Purchase Card Orders Log.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

5. When the FSS contract is a Single Award Contract, the ordering Official **MUST** document the file that the FSS contract is a Single Award Contract.

TRUE\_\_\_\_\_ FALSE\_\_\_\_\_

**Answers may be found at the end of the newsletter**

## **ACQUISITION PLANNING AND SPECIFICATIONS BRANCH**

### **ATTENTION ALL BECKMAN COULTER CENTRIFUGE USERS**

Provided by David DeWitt

Starting November 2002 Beckman Coulter will once

again begin inspecting rotors at the NIH main campus as well as all NIH facilities within a 50 mile radius. "Field Rotor Inspection" is included in the existing Beckman Coulter contract with the NIH and reads as follows:

"A field rotor inspection shall be performed at least once annually on all Government owned non-elutriator type rotors on or before July 30th of each contract period. This inspection shall occur after the contractor has provided a one week (7 calendar days) advanced notice. Notice shall consist of verbal and printed notification to the NIH community. The Contractor shall provide the Project Officer with the names of Government employees notified of the upcoming inspection. The inspection shall include the use of bore scope and dye techniques. Upon completion of the inspection a written certification of findings detailing the condition of the rotor shall be provided to the user and one copy to the project officer. If it is determined that the rotor requires further inspection than can be provided on site, the Contractor shall bear all costs for packaging and transporting to a more extensive testing facility. The Contractor shall adhere to the procedures for off-site repairs set forth in Performance Objective C.3.4.2. All O-rings, over speed disks, lubricants and other consumable replacement parts shall be provided by the contractor at no additional cost."

**All users are urged to participate in the annual Beckman Coulter rotor inspections for the following reasons:**

1) Beckman Coulter recommends rotor retirement after the following number of years unless an accurate total of run cycles can be obtained:

**Ultracentrifuge Rotors - 12 years -  
( some at 10 years )**

**J Series Rotors - 15 years**

**Tabletop Rotors - 10 years**

***Rotors will not be repaired by Beckman Coulter beyond this age.***

- 2) Just because a tube or bottle will fit into a rotor does not mean it can be safely used in that rotor.
- 3) Rotors are now available generating in excess of 1,000,000 X G.
- 4) Failure to properly lubricate a rotor can cause an accident.
- 5) Failure to properly clean a rotor can cause an accident.
- 6) Rotors dimensionally stretch out and back with each run cycle.
- 7) In a high performance rotor at full speed, one ounce will approximately equal the weight of 15 minivans.
- 8) Maximum safe rotor speed is very dependent on the sample density used.
- 9) Most rotor accidents are preventable and cost the user \$2000 - \$6000 not including the rotor replacement costs.
- 10) It is not recommended to run rotors and centrifuges of mixed manufacture. Beckman Coulter does not test these combinations for safety in the event of an accident.
- 11) Even low speed rotors can have large scale mishaps as they run much larger sample volumes than higher speed rotors.

***For any questions feel free to contact David DeWitt, at (301)435-3920, Project Officer for the Beckman Coulter instrument contract.***

## **CONTRACTS**

### **SECTION 508 & FEDERAL PROCUREMENT**

#### **17 MONTHS AFTER IMPLEMENTATION**

#### **A TREASURY DEPARTMENT PERSPECTIVE**

Provided by Richard Miller and Molly Eng

**Coming to NIH on November 20, 2002 at 9:00AM** (contact Cindy Cename for registration information via email [cenamec@mail.nih.gov](mailto:cenamec@mail.nih.gov)), and again at the noon time NCMA Chapter meeting (contact Tina

McGuire for details via email [tm244p@nih.gov](mailto:tm244p@nih.gov) or Molly Eng via email [engm@od.nih.gov](mailto:engm@od.nih.gov)).

Hear what the U.S. Treasury Department has done...is doing...on Section 508 implementation with its Procurement Community! Compare what your government agency or private company is doing! Learn how Treasury documents compliance, commercial non-availability, and undue burden...all to be revealed at noon! AND, discover who is responsible for the documentation!

You might have read some months ago that Treasury was using certification clauses to force industry compliance with Section 508! Learn the inside story...yet unpublished in the media! What's industry's role from the Treasury perspective? What are the Section 508 "loopholes" yet to be plugged?

***You may find out it applies to your contracts or orders and didn't know it:***

Do you know what's going to happen with the January 1, 2003, sunset provision for the micropurchase exception?

\* Do you know how the War on Terrorism is affecting the National Security Intelligence exception under Section 508?

\* Do you know what the State Procurement Officials are doing on Section 508?

\* Do you know what the long range forecast is for Section 508's future?

***The speaker is Richard Miller, Senior Procurement Analyst, Treasury Office of the Senior Procurement Executive, Treasury Procurement Section 508 Program Manager.***

## ***BPA NEWS***

**BPA's = GREAT DISCOUNTS =  
USE YOUR PURCHASE CARD!**

Provided by Cole Stathes

The Simplified Acquisition Programs Branch (SAPB) has established over 800 Blanket Purchase Agreements (BPAs) for use by the NIH community. These accounts cover a wide variety of supplies and services - everything from IT software to office items to scientific equipment to

antibody analysis! Entire new commodities, such as temporary help and travel services, have recently been added to the BPA program; and other fields are under consideration.

The great majority of these BPAs have a terrific feature - **their discounts**. SAPB does not want the NIH researchers and support staff to pay list price for anything. So the SAPB members work diligently to obtain as many discounts as possible from our vendors. These special prices may be tied in with Federal Supply Schedule discounts, or they may be negotiated directly with vendors especially for NIH. We also know that many laboratories and offices are only able to order limited quantities of supplies at a time. Therefore, whenever possible, SAPB aims to secure discounted prices even for very small purchases.

An extremely important aspect of BPA Discounts is their applicability to purchase card holders. When a BPA vendor offers discounts to NIH, these discounts are to be honored whether the NIH buyer uses a purchase card, a record of call, or a purchase order.

**Thus, an NIH purchaser should identify him/herself as making the purchase on behalf of NIH, and then should receive the same prices, discounts, and shipping and delivery terms regardless of the purchase mechanism chosen.**

SAPB, therefore, strongly encourages purchase card holders, and all other NIH buyers, to consider the BPA vendors for their office and laboratory needs. These are vendors typically extending better prices and value to go along with the convenience of the simplified ordering methods. So, purchasers, wake up and smell the discounts! Enjoy the best of both worlds - the ease of the Purchase Cards and the economy offered by the BPA vendors. The list of BPA vendors can be quickly found on our website at:

<http://www.nih.gov/od/olao/oa/> .

**(Click on Simplified Acquisitions)**

**USE THAT PURCHASE CARD  
HAPPY BPA PURCHASING!!**

\*\*\*\*\*

**BPA'S**

**NEW - REESTABLISHED AND  
DISCONTINUED BPAS**

***The following BPAs have recently been established:***

**BPA # - Company Name**

55936 - Skyworld International - for shipping/courier services

56082 - Bitplane Inc - for IT supplies and software

56158 - Fotodyne Inc - for photographic equipment and supplies

56094 - Matthews Medical & Scientific - for medical books and publications

55975 - Moravek Biochemicals - for radioactive materials

56070 - Lawson Products - for hardware and tools

56201 - Builders Hardware - for hardware and tools

56240 - Govconnection - for IT supplies, software and hardware

56213 - Invitrogen Corp - for media, chemicals, blood products and laboratory supplies

56173 - MSSI - for IT hardware, software and repair

56252 - LAN Doctor - for IT supplies, repair and hardware

56161 - Vector Laboratories - for biological materials and blood products

55963 - Standard Technology - for IT services

55912 - Benjamin Office Supply - for IT and office supplies

55900 - ABM Federal Sales - for laser toner

55857 - August, Lang & Husak - for media services

55793 - Pameco Corp - for metals, hardware and plumbing supplies

55845 - G&B Solutions - for IT services

55990 - Smith Lithograph Corp - for printing services

56055 - Peake Printers - for printing services

***The following BPA has recently been***

***reestablished:***

**BPA # - Company Name**

50228 - National Disease Research Interchange - for human tissue specimens

***The following BPAs are discontinued:***

**BPA # - Company Name**

52554 - Skynet Worldwide Express

52748 - Avanti Polar Lipids

52372 - Bitplane AG

52696 - Fotodyne Inc

54462 - Matthew Book Company

37085 - Moravek Biochemicals

52751 - Photopro

52790 - Premier Fastener

41187 - Builders Hardware

54632 - Consolidated Maintenance

48831 - Gateway Companies

48188 - Glentech

50401 - Comteq Federal

40377 - Invitrogen

41293 - MSSI

41100 - Office Solutions

38338 - Office Solutions

54620 - Technical Sales and Service

50491 - Thompson & Cooke Inc

41215 - Vector Laboratories

## **AVAILABLE TRAINING AND SEMINARS**

### **Purchase Card Survival**

The Simplified Acquisitions Programs Branch, Division of Acquisition Programs, is sponsoring a series of "Purchase Card Survival Meetings on the purchase card program. These meetings will be held four times a year. The following dates have been established through 2002:

December 3, 2002 - Tuesday.....Natcher Bldg/Balcony B.....10:00 a.m.-11:00 a.m.

Additionally, these meetings are teleconferenced into several locations. Contact Cole Stathes at 435-3933 for specific information. Current information on the Purchase Card is available on the following website:

<http://www.nih.gov/od/olao/oa/purchases/survival.html>

### **2635**

#### **Purchase Card Processing System**

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB. This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
12/6/2002	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	11/8/2002
1/30/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	1/2/2003
2/27/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	1/30/2003
3/27/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	2/28/2003
5/6/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	4/9/2003
6/12/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	5/15/2003
7/20/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$175	6/20/2003

### **2607**

#### **Simplified Acquisitions Refresher for AOs (2 classes each day)**

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Approving Official. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Official's responsibilities.

<b>Course Date</b>	<b>Times</b>	<b>Location</b>	<b>Cost</b>	<b>Cancellation Deadline</b>
1/29/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$190	1/2/2003
3/26/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$190	2/26/2003
7/31/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$190	7/2/2003

## 2636

### Mandatory Purchase Card Training

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website: <http://learningsource.od.nih.gov/>

Course Date	Time	Location	Cost	Cancellation Deadline
12/3/2002	8:30 - 4:30	EPS	\$290	11/5/2002
12/4/2002	8:30 - 4:30	EPS	\$290	11/6/2002
1/13/2003	8:30 - 4:30	EPS	\$290	12/16/2002
1/27/2003	8:30 - 4:30	EPS	\$290	12/30/2002
1/28/2003	8:30 - 4:30	EPS	\$290	12/31/2002
2/10/2003	8:30 - 4:30	EPS	\$290	1/13/2003
2/24/2003	8:30 - 4:30	EPS	\$290	1/27/2003
2/25/2003	8:30 - 4:30	EPS	\$290	1/28/2003
3/10/2003	8:30 - 4:30	EPS	\$290	2/10/2003
3/24/2003	8:30 - 4:30	EPS	\$290	2/24/2003
3/25/2003	8:30 - 4:30	EPS	\$290	2/25/2003
4/14/2003	8:30 - 4:30	EPS	\$290	3/7/2003
5/5/2003	8:30 - 4:30	EPS	\$290	4/7/2003
5/19/2003	8:30 - 4:30	EPS	\$290	4/21/2003
6/9/2003	8:30 - 4:30	EPS	\$290	5/12/2003
6/10/2003	8:30 - 4:30	EPS	\$290	5/13/2003
7/14/2003	8:30 - 4:30	EPS	\$290	6/16/2003
8/11/2003	8:30 - 4:30	EPS	\$290	7/14/2003

### Mandatory DELPRO Procurement Training

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY2002 and FY2003.

## 2609

### Federal Supply Schedules

Course Date	Time	Location	Cost	Cancellation Deadline
1/28/2003	(9:00 - 12:00) or (1:00 - 4:00)	EPS	\$245	12/31/2002
4/15/2003	(9:00 - 12:00) or (1:00 - 4:00)	EPS	\$245	3/18/2003
7/15/2003	(9:00 - 12:00) or (1:00 - 4:00)	EPS	\$245	6/17/2003

**2610****Consolidated Purchasing Through Contracts**

Course Date	Time	Location	Cost	Cancellation Deadline
1/29/2003	(9:00 - 12:00) or (1:00 - 4:00)	EPS	\$245	1/1/2003
4/16/2003	(9:00 - 12:00) or (1:00 - 4:00)	EPS	\$245	3/19/2003
7/16/2003	(9:00 - 12:00) or (1:00 - 4:00)	EPS	\$245	6/18/2003

**2611****Buying from Businesses on the Open Market**

Course Date	Time	Location	Cost	Cancellation Deadline
1/30/2003	(9:00 - 12:00) or (1:00 - 4:00)	EPS	\$245	1/2/2003
4/17/2003	(9:00 - 12:00) or (1:00 - 4:00)	EPS	\$245	3/20/2003
7/17/2003	(9:00 - 12:00) or (1:00 - 4:00)	EPS	\$245	6/19/2003

**2617****Price Reasonableness in Simplified Acquisitions**

Course Date	Time	Location	Cost	Cancellation Deadline
2/20/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$245	1/23/2003
5/20/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$245	5/1/2003

**2612****Professional Service Orders**

Course Date	Time	Location	Cost	Cancellation Deadline
12/5/2002	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$245	11/7/2002
2/26/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPS	\$245	1/31/2003
5/7/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPN	\$245	4/8/2003
6/11/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPN	\$245	5/14/2003
7/29/2003	(8:30 - 12:00) or (1:00 - 4:30)	EPN	\$245	7/1/2003

**2603**

## Delegated Acquisition Training Program

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a "hands-on" segment in which students actually access the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
9/10 thru 9/13/2002	9:00 - 4:00	31/B3C02A	\$766	31/B3C02A
11/5 thru 11/8/2002	9:00 - 4:00	EPS	\$784	10/8/2002
1/14 thru 1/17/2003	9:00 - 4:00	EPS	\$784	12/17/2002
2/11 thru 2/14/2003	9:00 - 4:00	EPS	\$784	1/14/2003
3/11 thru 3/14/2003	9:00 - 4:00	EPS	\$784	2/11/2003
4/15 thru 4/18/2003	9:00 - 4:00	EPS	\$784	3/18/2003
5/20 thru 5/23/2003	9:00 - 4:00	EPS	\$784	4/22/2003
7/15 thru 7/18/2003	9:00 - 4:00	EPS	\$784	6/17/2003
8/12 thru 8/15/2003	9:00 - 4:00	EPS	\$784	7/15/2003

NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or visit the website: <http://learningsource.od.nih.gov>

## ***ANSWERS TO KNOWLEDGE IS POWER***

- 1.....TRUE - NIH POLICY MANUAL 6013-2, pg. 19
- 2.....TRUE - NIH POLICY MANUAL 6013-2, pg. 12
- 3.....TRUE - NIH POLICY MANUAL 6013-2, pg. 11
- 4.....TRUE - NIH POLICY MANUAL 6013-2, pg. 23
- 5.....TRUE - DARG II-13

***YES! - ALL OF THE ABOVE ARE TRUE!***

## ***THE OLAO ACQUISITION NEWSLETTER***

We encourage the ICs to send us any articles they may have related to acquisition so that we can include your articles in future newsletters.

The OLAO Acquisition Newsletter is published by the Office Of Logistics and Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OLAO homepage: <http://www.nih.gov/od/olao/oa>

To receive a hardcopy of the Newsletter or to correct/remove/add your mailing address for the Newsletter, Mailing Key F113A, please fax your request to (301) 402-0217, or email your request to the following individuals:

Ms. Arlene Wallace at: [wallacea@ors.od.nih.gov](mailto:wallacea@ors.od.nih.gov) Or

Ms. Margaret Agresti at: [agresti@ors.od.nih.gov](mailto:agresti@ors.od.nih.gov)

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, [seidelp@od.nih.gov](mailto:seidelp@od.nih.gov), Tim Theoharis, [theoharist@od.nih.gov](mailto:theoharist@od.nih.gov), Annette Romanesk, [romaneska@od.nih.gov](mailto:romaneska@od.nih.gov), or John Best, [bestj@od.nih.gov](mailto:bestj@od.nih.gov). If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.

**( ATTACHMENT (1) )**

**52.219-1 Small Business Program Representations.**

**As prescribed in 19.307(a)(1), insert the following provision:**

**Small Business Program Representations (Oct 2000)**

**(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is \_\_\_\_\_ [insert NAICS code].**

**(2) The small business size standard is \_\_\_\_\_ [insert size standard].**

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it \* is, \* is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it \* is, \* is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it \* is, \* is not a women-owned small business concern.

(4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it \* is, \* is not a veteran-owned small business concern.

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it \* is, \* is not a service-disabled veteran-owned small business concern.

(c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and  
(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)